

**Location:** Homeworking –  
National but within commutable  
distance of PPG IUC sites

**Reporting to:**  
IUC EPRR Lead

**Contract hours**  
37.5 pw

**Salary:**  
£36,000

**Education/Qualifications**

- Degree level qualification or equivalent experience in Emergency Planning, Business Continuity or EPRR

**Desired Experience:**

- ISO 22301:2019 Foundation or CBCI qualification
- Experience delivering EPRR training and exercises

**Skills:**

- Clear and confident communicator with excellent writing, reporting and presentation skills, capable of constructing and delivering clear ideas and concepts concisely and accurately.
- Ability to work independently, prioritise tasks and manage workload effectively under tight and changing deadlines
- Adaptability, flexibility and resilience in uncertain situations
- Demonstrates commitment to improving performance and achieving objectives
- Comfortable working in dynamic environments and engaging with multi-disciplinary teams
- Ability to plan, coordinate and deliver projects effectively
- Strong working knowledge of Microsoft Office Suite

**Travel to other sites:**

- You will be required to travel to other PPG locations.



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## **EPRR Co-Ordinator**

As Practice Plus Group's IUC EPRR Co-ordinator you will play a key role in ensuring our organisation is prepared and ready to respond to and recover from disruptions. You will work closely with the EPRR Lead and the Accountable Emergency Officer to deliver effective response plans, ensure NHS EPRR Core Standards compliance, and strengthen our organisation's resilience to protect patients and maintain continuity of services.

**What you'll be doing:**

- Assist in the development, implementation and maintenance of Practice Plus Group IUC EPRR work programme to ensure compliance with local and national guidance and legislation
- Oversee the day-to-day administration of the IUC on-call rota
- Build and maintain effective relationships across the NHS and partner organisations to support an integrated approach to EPRR
- Ensure all relevant plans, policies and guidance are updated promptly following any incidents or exercise recommendations
- Collaborate with internal and external teams to develop and maintain specific response plans and supporting documentation
- Contribute to the development and delivery of the EPRR training and exercising programme and ensure compliance with the requirements of NHS EPRR Core Standards
- Carry out post-incident or exercise debriefs and ensure lessons learned are disseminated and actions taken where appropriate
- Be responsible for the management of the EPRR Inbox, ensuring all communications are reviewed and actioned appropriately in a timely manner

### General:

- The duties of this post are a guide to the range of responsibilities that may be required. These may change from time to time to meet the needs of the service and/or the development needs of the post holder.
- This job description will be revised regularly to take account of changes within the organisational structure and PPG's business plan.

### Health and Safety at Work:

- The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with PPG to ensure that statutory and departmental safety regulations are adhered to.
- All duties must be carried out in accordance with PPG's policies and procedures and with regards to Data Protection Act 1998.

### Other duties

- The post holder will be required to undertake any other duties according to the needs of the service. This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made.



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- Represent Practice Plus Group IUC at Local Health Resilience Partnership Delivery Groups and other multi-agency emergency planning meetings
- Identify, assess and regularly review EPRR risks and ensure that any significant risks are entered on to the Corporate Risk Register
- Support the management of an incident or disruption during business hours if required
- Proactively seek out likely changes or service development that might affect any emergency plans or business continuity plans and ensure that plans are reviewed and amended accordingly.
- Support the delivery and maintenance of the EPRR Business Continuity programme